



SCOPE OF WORK (SOW)

CONSULTANTS TO ORGANIZE A TRAINING COURSE ON MONITORING, EVALUATION, ACCOUNTABILITY, LEARNING, AND SOFT SKILLS FOR TECHNICAL ASSISTANCE MEMBERS AND VNMAC

1. OVERVIEW

Catholic Relief Services - CRS is an international humanitarian agency based in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality.

CRS began working in Vietnam in 1992 and established an office in Hanoi in 1994. CRS Vietnam assists local partners in the areas of inclusion of people with disabilities, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

The project “Towards Sustainable Mine Risk Education for Primary and Secondary School Children” (SMRE) under Mine Action Program is being implemented from 2020 – 2024 in 5 provinces in Central Vietnam, including Quang Binh, Quang Tri, Quang Nam, Da Nang, and Thua Thien Hue (TTH) with the cooperation of provincial Departments of Education and Training (DOETs) in these five provinces, and the Primary Education Department of provincial Universities (TTC) in Quang Binh, Quang Nam and Thua Thien Hue provinces. This four-year project will further promote Explosive Ordnance Risk Education (EORE) integration in schools with initiatives to adapt to the new educational reform requirements and prepare for a sustainable EORE transition to its partners through capacity building and advocating for a national EORE framework. The project provides in-class EORE integrated lessons, EORE extra-curriculum activities, and EORE game applications for students in schools. During this process, the project also conducts EORE training for teachers and lecturers so that they could convey EORE lessons to their students in primary and secondary schools and undergraduates in TTCs. At the national level, the project cooperates with Vietnam National Mine Action Center (VNMAC) to leverage the EORE integration throughout the country with the development of EORE national strategy and standard, the series of national and provincial EORE communication work, and the capacity building for VNMAC staff. The commitment to support building the capacity for VNMAC staff



includes designing, implementing, and coordinating the EORE program at national and local levels. This will help build VNMAC's staff capacity in providing technical assistance, coordination, and evaluation of the national EORE strategy and standard implementation.

Technical assistance (TA) is one of the project's sustainability strategies. The TA network is a collection of members from provincial DOETs and TTC, who have a lot of experience in education for children and EORE in their localities. The group's basic functions are 1) to assist the EORE integration in their system at the provincial level; 2) to support to dissemination of the EORE integration in other provinces if needed in the future and 3) to participate in the development of the national EORE legal documents. The project has worked with 5 DOETs and 03 TTCs (Quang Binh, Hue and Quang Nam) to select 18 experienced focal points to join the network. As for supporting EORE technical assistance network to well operate after its establishment, the project is planning to conduct a series of training courses on EORE knowledge, and skills in project planning, coordination, implementation, facilitation, consultation, and presentation as well as monitoring and evaluation in order to strengthen capacity in EORE technical assistance to fulfill their role.

There are several training courses for TA network conducted in 2023 and early 2024, including: 1) EORE knowledge and skills for planning, coordination, and implementation of EORE integration activities; 2) Facilitation, consultation, and presentation skills; and 3) Monitoring, Evaluation, Accountability, and Learning (MEAL).

In April 2023, the first training course on project management & EORE planning, coordination, and implementation at both national and local levels for TA members and VNAMC's core staff was completed.

In July 2023, the project will hire a consultant team to deliver a 3-day training on two topics, which include 1) Facilitation, consultation, and presentation skills and 2) Monitoring, Evaluation, Accountability, and Learning (MEAL) for TA members and VNMAC's core staff.

2. OBJECTIVE

The purpose of the consultancy is to develop training materials and conduct one training that covers the topics of 1) Facilitation, consultation, and presentation skills



and 2) Monitoring, Evaluation, Accountability, and Learning (MEAL) for TA members and VNMAC's core staff.

This training course aims to support TA members and VNMAC's core staff to 1) develop strong facilitation, consultation, and presentation skills to fulfill their role in EORE technical assistance, assist in the measurement of EORE work outputs; 2) improve their skills and monitor and evaluate EORE work in order to support the project activities' sustainable maintenance after the project ends; 3) support the TA network members and VNMAC's core staff to have a chance to practice their skills, share experiences, and generate new ideas in the EORE management and implementation.

3. EXPECTED OUTPUTS

Design training materials and deliver training courses on:

- 1) Facilitation, Consultation, and Presentation skills
- 2) Monitoring, Evaluation, Accountability, and Learning.

After the training, the participants are expected to gain knowledge and skills, including:

- 1) Facilitation, Consultation, and Presentation skills
 - Understand the purpose of facilitation and consultation and their purposes.
 - Understand the benefits of good facilitation, consultation, and presentation.
 - Master the role and focus of a facilitator in trainings/ workshops/ meetings/ group discussions.
 - Acquire skills to use effective tools for preparing an effective facilitation session
 - Acquire skills to use effective tools for effective consultation skills such as how to coach/mentor/consult/observe/giving feedback...
 - Acquire knowledge on how to help a group reach a consensus and a final solution, by encouraging participation.
 - Learn to design effective & engaging presentation and facilitation.
 - Select the most suitable delivery method based on the audience, the environment & the message being delivered.

2) MEAL

- Monitoring & Evaluation (M&E): develop comprehensive knowledge and skills on M&E methods and practical tools.
- Logical framework, Indicator: acquire knowledge on how to identify a smart. indicator, how to set the suitable target for an indicator, indicator's measurement.
- Understand the process and tips to set up an effective M&E system for a project
- Develop a comprehensive understanding of EORE risk management, and its tools, know how to use and apply the tools, as well as its significance in the context of monitoring, evaluation, accountability, and learning processes.

4. DELIVERABLES

The requirements of the deliverables:

- The training course for TA members and VNMAC (about 25 participants) is developed (in Vietnamese), including agenda, training materials, and pre/post-tests.
- The training course is delivered with full content and reflects the requirements as mentioned in item 3 - Expected outputs.
- The training report after the training is developed.

5. REQUIRMENTS AND METHODOLOGY

- Expected methodology for the training: participatory and interactive, use of adult learning approach and developed through human-centered design considerations.
- Consultant team will work collaboratively with CRS focal points and other partners (e.g. VNMAC) as required.
- Produced training materials are required only in Vietnamese and should include full facilitation notes.
- The Pre and post-test for trainers are developed through online channel. The results of the pre-test will be evaluated for the training material finalization.

- Successful facilitation of the training.
- Technical advice and support to participants during the training.

6. TIMELINES

The consultancy will be provided within the period from 20 June to 30 July 2023.

Item	Deliverable requirements	Deadline	Anticipated Assignment Completion Duration
1	The comprehensive training curriculum (agenda, training materials, and pre/post-test, logistics list) for a two and a half days training is developed and finalized. Note: - Pre and post-test will be collected through online channel. The pre-test should be sent to participants 01 weeks before the training.	10 days after signing the contract	6
	- An online meeting with two consultants and CRS to finalize the training curriculum and training requirements.		1
	Finalize the training package after the online meeting		3
2	Delivery training contents		
	1) Facilitation, consultation, and presentation skills		1.5
	2) MEAL		1.5
3	An online meeting with CRS to reflect on the training and share recommendations after the training course if needed	5 days after the training is completed	1

4	Training report is prepared and finalized	10 days after the training is completed	2
	Total days/expert		16 days

* The consultant team will discuss with CRS to define the focal person to take lead in the materials development and delivering the training process.

7. COORDINATION AND REPORTING

The consultants will report to Mine Action Program Manager/CRS Vietnam. During the assignment, the Consultant will work and coordinate closely with:

- CRS/Mine Action Program Team, VNMAC staff, and TAs in terms of training contents, EORE technical issues, and training arrangement.
- CRS's Procurement Officer regarding quotations/proposals and PO/contracts/agreements.

8. DESIRED QUALIFICATIONS.

The consultancy team is expected to include:

Item	Qualifications	Consultant 1	Consultant 2
1	Master's degree (preferred) in Education, Development Studies, Social Sciences, Social Works or related field	✓	✓
2	Experience working in mine action		✓
3	Demonstrated experience in Participatory, Participant-Centered Methodology, which combines a variety of training methods and involves intensive practice, interaction, and discussion among trainees	✓	✓
4	Experience in developing and delivering trainings for INGOs and Government Officers	✓	✓
5	Minimum 5 years of experience in training/consultancy of Education, Classroom Management, Material	✓	✓

	Development, facilitating stakeholder /working group consultations, etc.		
6	Minimum 5 years of experience in training/consultancy of Project Development and Management and soft skills such as facilitation, consultation, and presentation skills.	✓	✓

9. APPLICATION PACKAGE

The application package should include:

- CV (including related experience, title, working place, contact details, at least 03 referees, and at least 03 similar previous assignments).
- A copy of Degrees/Diploma/certificate
- A work plan with segregation of duties of each member
- One-page outline of the assignment's training design and delivery approach/methodology.
- Financial proposal in Vietnam dong, giving a detailed breakdown of daily rates including PIT (all related travel costs to the training location, proposed in Hue city, Thua Thien Hue will be covered by CRS).

Method for submission:

The application must be signed and emailed to: vn_rfp1@crs.org

Closing date for submission: by 11 June 2023